

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, MARCH 24, 2020**

The Brookings County Board of County Commissioners met in regular session on Tuesday, March 24, 2020 with the following members present: Michael Bartley, Larry Jensen, Lee Ann Pierce, Angela Boersma and Ryan Krogman.

### **CALL TO ORDER**

Chairperson Bartley called the meeting to order at 8:30 a.m.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

Motion by Krogman, seconded by Jensen to approve the agenda for the March 24, 2020 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, the board removed the Scheduled Agenda Item and added SDCL 1-25-2(1), personnel to the Executive Session.

### **CONSENT AGENDA**

Motion by Pierce, seconded by Boersma to approve the consent agenda. Roll call vote: Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye." Motion carried.

The consent agenda consisted of the minutes from the March 10, 2020 Commission Meeting and the minutes from the March 17, 2020 Commission Meeting.

Travel Requests: Angela Boersma to attend the NACo Legislative Conference on February 28<sup>th</sup>-March 4<sup>th</sup> in Washington D.C.; Misty Moser to attend Duel County's Annual Weed Meeting on March 13<sup>th</sup> in Clear Lake, SD; Manual Langstraat to attend a Taser Instructor Recertification Course on April 29<sup>th</sup> in Mitchell, SD.

Personnel Action Notices: Annual Review- Bryan Schreur to \$24.98, effective April 1, 2020.

Human Services Report: case #20-015 for utilities was approved; case #20-016 for utilities was approved; case #20-017 for rent was approved; case #20-019 for rent was approved; case #20-20 for rent was approved.

### **ROUTINE BUSINESS**

#### ***Approval of Claims***

Motion by Jensen, seconded by Krogman to approve the following claims. Roll call vote: Boersma "aye," Krogman "aye," Jensen "aye," Pierce "aye," Bartley "aye." Motion carried.

A&B Business Inc, Copier Contract, \$385.58; AgFirst Farmers Coop, LP, \$17.84; Allegra Print & Imaging, Envelopes, \$244.30; Alphamedia USA Llc, Sales Package BCOAC, Census, \$1,420.00; Anderson Oil, Diesel, \$1,014.60; Aragon, Antonio, Translation Services, \$37.50; Aragon, Martha A, Translation Services, \$75.00; Assn of SD County Weed &, Association 2020 Dues, \$150.00; AT&T Mobility, Nighthawk WIFI, \$40.04; Aurora Auto Body & Glass, Patrol Vehicle Repairs/Maint, Fuel, \$1,036.32; Avera Medical Group, Inmate Medical, \$74.32; AVI Systems Inc, ITV Cameras, \$3,552.00; Jordyn Bangasser, Crt Appt Attorney, \$568.85; Banner Associates, Engineering/Design, \$10,196.50; Bauer, Tim, Board Meeting Mileage, \$18.48; BEDC, Yearly Membership, \$20,600.00; Blackstrap Inc, Road Salt, \$7,001.66; Angela Boersma, NACO Travel Reimbursement, \$1,855.39; Brookings City Utilities, Utilities, \$1,854.20; Brookings Register, Publishing, \$1,037.20; Brookings-Deuel RWS, Bruce Shop Water, \$23.40; Bruna Electric, Shop Lights, \$1,024.28; Buhls of Brookings Cleaners, Rug Rental, \$91.10; Carquest Auto, Shop Supplies, Tools, \$1,722.33; Certified Languages International, Translation Services, \$24.75; CHS, Unleaded Gas - Brk Shop, \$7,869.73; City of Brookings Landfill, Dispose of Junk from Shop, \$13.00; City of White, Shop Utilities, \$93.40; Co Conserve Llc, COP Rent, \$650.00; Concrete Materials Inc, Pea Rock, \$3,597.28; Construction Engineers, Preconstruction Services, \$35,062.50; Cook's Wastepaper & Recycling, Commercial Service, \$911.40; Department of Health, Lab Testing, \$125.00; Department of Motor Vehicles, Title/Plate Fees, \$84.80; Digital Dolphin Supplies, Printer Supplies, \$111.96; DVL Fire and Safety, Extinguisher Service, \$1,152.40; Einspahr Auto Plaza, Patrol Vehicle Maintenance, \$451.88; Empire Investments 3 Llc, Tax Certificate, \$6,096.38; Enz, Gregory, Boot Reimbursement, \$100.00; Faulk County Sheriff, Inmate Housing/Transport, \$85.00; First Bank & Trust, Credit Card Charges, \$776.72; First District Association, Final Payment PDM Plan Service, \$11,283.75; Gass Law, Pc, Crt Appt Attorney, \$2,978.10; Frank Gwerder and Marlen Glatke, Collection/Execution, \$77,536.23; Hillyard/Sioux Falls, Janitorial Items, \$460.10; Tim Hogan, Crt Appt Attorney, \$1,496.25; Hometown Service & Tire, Llc, Vehicle Service, \$2,097.15; Hy-Vee Food Store, Inmate Meals, \$26,581.98; I State Truck Center, Repair, \$1,428.52; Indeed Inc, Job Postings, \$2,085.48; Info Cubic Llc, Background Checks, \$78.00; Interstate Power Systems, Repair, \$380.36; Interstate Telecom. Coop, Phone Service, \$389.97; Jimmy Johns #926, Jury Meals, \$124.91; JK Myers, Mailbox Reimbursement, \$94.25; Kimball Midwest, Shop Supplies, \$1,262.36; Kingbrook Rural Water, Sinai Water Utilities, \$37.20; Anita Klitzke, Boot Reimbursement, \$84.99; L&L Auto & Truck Parts, Vehicle Parts, Supplies, \$268.25; L.G. Everist Inc, Icing Sand for EM, \$339.29; Lewis & Clark Behavioral, BMI Intakes, \$1,134.00; Lowe's, Filters, Tools, Supplies, \$572.33; M&M Service, Patrol Vehicle Repairs, \$98.38; M&T Fire & Safety Inc, Flashlights, Boots, \$597.00; Martin Oil Company, 40/14 and CMP LP, \$513.00; McKeever's Vending, Inmate Commisary, \$1,235.12; Midwest Glass, Rock Chips, \$70.00; Jeff Moore, COP Rent, \$650.00; Moriarty Rentals, COP Rent, \$625.00; National 4-H Council - Supply, 4H Merchandise & Programming, \$256.98; Dan C Nelson, Mileage & Per Diem, \$380.88; Nancy J Nelson, Crt Appt Attorney, \$2,098.70; Teree A Nesvold, Crt Appt Attorney, \$2,933.55; Newegg Business Inc, IT Supplies, \$1,205.83; Northern Truck Equipment, Motor, Sander Jack, \$741.09; Northwestern Energy, Utilities, \$2,666.87; Office Peeps Inc, Office Supplies, \$308.73; Olson, Steve, Board Mtg Mileage, \$33.60; One Office Solution, Office Supplies, Paper, \$173.00; Outlaw Graphics, Patrol Vehicle Decals, \$650.00; Outlaw Graphics, Decals, \$60.00; Pharmchem Inc, Sweat Patch Analysis, \$142.75; Pitney Bowes Global Finance, Mail Meter Rental Charge, \$303.18; Prairie Graphics, Uniform Shirts, \$191.70; Preston Township, Township Grant Reimbursement, \$5,857.00; Qualified Presort Service, Mail Service, \$39.91; Razors Edge Grounds Keeping, Snow Removal, Ice Melt, \$3,720.00; RDO Equipment Co, Repair, \$41,005.88; Reliance Telephone, Phone Card Transactions, \$2,500.00; RFD Newspapers Inc, Publishing, \$1,745.18; Rick Ribstein, Crt Appt Attorney, \$6,809.75; Safe-N-Secure, Yearly Monitoring Hwy, BCOAC, \$569.76; Sanford Health,

Inmate Medical, \$139.50; Sanford Health, Inmate Medical, \$272.00; Satellite Tracking of People, GPS, \$1,092.00; SD Federal Prop. Agency, Tool for Shop Truck, \$146.00; SD Newspaper Service, Job Posting, \$106.70; SDACO, ROD Relief Fund Feb 2020, \$506.00; Sioux Valley Energy, Electric Utilities, \$305.00; Southpaw Defense, SD Enhanced Concealed Carry, \$360.00; Sturdevant's Auto Parts, Shop/Vehicle Supplies, \$190.75; Anthony Teesdale, Crt Appt Attorney, \$9,273.35; Thomson Reuters - West, West Info Charges, \$1,443.83; Creighton A Thurman, CAA Inv Mental Illness Hearing, \$211.40; Town of Sinai, Utility Service, \$64.00; Two Way Solutions Inc, Deputy Radios/Patrol Vehicles, \$93.98; Steven Ust, Building Inspections, \$200.00; Valley Communications Inc, Tax Refund -Abatement, \$1,107.82; Vandenberg Law, Crt Appt Attorney, \$4,864.00; Walburg, Duane, Animal Control Mileage, \$35.70; Walmart Community, Supplies, \$105.00; Wheelco Truck & Trailer, Shop/Vehicle Supplies, \$324.38; Terry D Wiczorek Pc, Crt Appt Attorney, \$439.06; Witchey, Kristen, ADA Compliance Review Mileage, \$52.92; WW Tire Service Inc, Blade Tire O Ring, \$30.00; Yankton County Sheriff, Service of Process, \$50.00; Yankton County Treasurer, Mental Illness Charges, \$328.70; SD Dept of Revenue, March Remittance, \$433,152.85.

**Department Head Reports**

Director of Equalization Jacob Brehmer said they've passed the deadline for local boards. He said there were 20 corrections and 15 appeals heard at the local board level.

**Finance Officer's Report**

Finance Officer Vicki Buseth presented the Finance Officer's Report for February 2020.

**February 2020**

Total amount of deposits in bank..... \$27,849,020.12  
 Total amount of actual cash: Currency..... \$6,357.00  
 Total amount of coins..... \$1.07  
 Total amount of checks/drafts in Treasurer's possession not exceeding 3 days.... \$100,586.09  
 Itemized list of all other items ..... \$28,856.01  
 TOTAL..... \$27,984,820.92

Commission/HR: \$19,540.22; Finance Office: \$22,242.66; States Attorney: \$24,748.29; Equalization: \$19,069.50; Register of Deeds: \$8,848.54; Veterans & Human Services: \$6,438.54; Sheriff's Office: \$104,642.73; Coroner: \$426.22; Community Health: \$3,797.71; Extension: \$2,610.65; Weed: \$2,420.96; Planning/Zoning: \$6,231.94; Highway: \$54,270.32; Emergency Management: \$3,980.34; BCOAC: \$7,625.24; Technology: \$7,151.32.

AFLAC: \$3,841.83; Avesis: \$1,318.22; Office of Child Support: \$1,529.50; Delta Dental: \$5,806.26; Flex One: \$1,982.96; Principal Life Insurance: \$1,787.70; Garnishments: \$296.34; Local Teamsters: \$1,173.00; SDRS: \$46,687.76; SDRS Supplemental: \$2,125.00; EFTPS: \$91,940.68; Wellmark: \$97,166.77; AFLAC Group/CAIC Primary: \$287.58.

Be it noted, the expenditure adjustments for the month of February 2020 were presented to the board. \$2,937.20 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of February 2020 in the amount of \$20,216.50 was presented to the board.

Be it noted, the Investment Policy, Money Market Accounts, CD's with Maturity Date and Interest Rate, and Checking Account Balances were presented to the board.

County Development Director Robert Hill said they've reviewed the pandemic plan. Hill said the Emergency Operations Center is setup at the East Fire Station.

Bartley said the City of Brookings is putting in 5 IP phones at the Emergency Operations Center and asked if that is something the county needs if they had to work remotely. Hill said the system that's in place right now does works well. Bartley asked Pierce to explain how the IP phones work. Pierce said it's a phone that is hooked up to the computer, which is hooked up to the telephone system. She said they can do everything at home that they would do in an office.

Bartley asked the board if that is something they want to look into. Bartley said reimbursement for the phones could be a possibility through federal emergency grant dollars.

By consensus, the board agreed to move forward with looking into securing IP phones.

Sheriff Martin Stanwick said there are 31 inmates in jail. Stanwick thanked Maintenance Technician Terry Heidemann for working so hard to keep the detention center clean.

Stanwick said they've started security at the courthouse.

Pierce asked Stanwick how his department handles incoming inmates. Stanwick said their temperature is taken and they isolate them before going into general population.

### ***Be It Noted Items***

Volunteers with the Brookings County Outdoor Adventure Center are to be listed in the minutes for work comp purposes: Jeremy Scott, Tony Filholm, Ethan Wiese, Caleb Cohrs, Dan Bruna, Jordan Walburg and Jay Hotchkiss.

### **REGULAR BUSINESS**

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Resolution #20-11: a resolution changing the location of the Vote Center site in Sinai, South Dakota. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Krogman "aye," Jensen "aye," Pierce "aye," Boersma "aye," Bartley "aye." Motion carried.

#### **Resolution #20-11**

#### **A RESOLUTION CHANGING THE LOCATION OF THE VOTE CENTER SITE IN SINAI, SD**

WHEREAS, the Sinai Legion Hall located in Sinai is currently a Vote Center for Brookings County;

WHEREAS, the Brookings County Board of County Commissioners is required by SDCL 12-14-1 to establish the polling places for countywide elections;

WHEREAS, the Sinai Fire Hall is available for use and has agreed to let Brookings County use that facility as a new Vote Center site starting at the June 2<sup>nd</sup>, 2020, countywide election;

WHEREAS, the Sinai Fire Hall meets the handicapped accessibility requirements of the Help America Vote Act and Americans with Disability Act.

THEREFORE BE IT RESOLVED, by the Brookings County Board of Commissioners that the Vote Center location in Sinai be moved from the Sinai Legion Hall to the Sinai Fire Hall starting at the June 2<sup>nd</sup>, 2020, countywide election.

Michael Bartley  
Chairperson  
Brookings County Commission

ATTEST:

Vicki Buseth  
County Finance Officer

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #20-14: an American Institute of Architects agreement between Brookings County and Henry Carlson Construction, LLC for the Brookings County Detention Center Expansion and Remodel Project. Bartley thanked Commissioner Boersma, Commissioner Pierce, and States Attorney Dan Nelson for putting this document together.

Roll call vote: Jensen “aye,” Pierce “aye,” Boersma “aye,” Krogman “aye,” Bartley “aye.” Motion carried.

Motion by Boersma, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #20-15: a State of South Dakota Department of Transportation Joint Powers Agreement for pocket gopher baiting services. Background information was provided by Commissioner Jensen.

Roll call vote: Pierce “aye,” Boersma “aye,” Krogman “aye,” Jensen “aye,” Bartley “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to approve Abatement #20-13: an abatement request made by Terry and Nancy Swenson for parcel #34075-00800-008-00 in the amount of \$360.25. Background information was provided by Director of Equalization Jacob Brehmer.

Roll call vote: Boersma “aye,” Krogman “aye,” Jensen “aye,” Pierce “aye,” Bartley “aye.” Motion carried.

Motion by Pierce, seconded by Boersma to approve Abatement #20-22: an abatement request made by United Parish of Elkton for parcel #34450-01300-001-00 in the amount of \$1,114.07. Background information was provided by Director of Equalization Jacob Brehmer.

Roll call vote: Krogman “aye,” Jensen “aye,” Pierce “aye,” Boersma “aye,” Bartley “aye.” Motion carried.

Motion by Jensen, seconded by Boersma to approve Abatement #20-23: an abatement request made by Bradley and Tammy Hanson for parcel #31225-00000-011-00 in the amount of \$30.63. Background information was provided by Director of Equalization Jacob Brehmer.

Roll call vote: Jensen “aye,” Pierce “aye,” Boersma “aye,” Krogman “aye,” Bartley “aye.” Motion carried.

Motion by Boersma, seconded by Krogman to approve Abatement #20-27: an abatement request made by Christina and Nicholas Castillo for parcel #31185-00300-006-00 in the amount of \$56.81.

Roll call vote: Pierce “aye,” Boersma “aye,” Krogman “aye,” Jensen “aye,” Bartley “aye.” Motion carried.

Motion by Jensen, seconded by Boersma to approve the low bid for weed chemicals on all items listed from VanDiest Supply, Ramsdell’s, and AgFirst Farmer’s Coop. Background information was provided by Commissioner Jensen.

Roll call vote: Boersma “aye,” Krogman “aye,” Jensen “aye,” Pierce “aye,” Bartley “aye.” Motion carried.

**2020 CHEMICAL BIDS**

	2,4-D AMINE	GRASLAN L	TORDON 22K	MILESTONE	RODEO
VANDIEST SUPPLY	\$8.60/gallon	\$38/gallon	\$41.49/gallon	\$265.00/gallon	\$17.75/gallon
RAMSDELL’S	\$11.15/gallon	\$43.81/gallon	\$66.52/gallon	\$341.00/gallon	\$21.80/gallon
AGFIRST FARMER’S COOP	\$11.70/gallon	\$43.00/gallon	\$69.00/gallon	\$305.00/gallon	\$21.00/gallon

Motion by Krogman, seconded by Boersma to appoint Kyle VanderWal, representing District 1, to the Brookings County Planning & Zoning Commission for the remaining 2 years of an unexpired term.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen gave a PowerPoint presentation recapping FY2019. The board thanked Steffensen for putting the report together. Bartley asked if the report could be added to the county’s website for better transparency. Pierce suggested adding a footnote that says what bridges were completed in 2019.

Finance Officer Vicki Busetth and Finance Analyst Jennifer Beller presented the FY2019 Annual Report.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said the February month-end General Fund surplus analysis is below the 10-year average, but that’s because bills are being paid and the county has not received first-half property taxes.

Steffensen presented a draft letter to send to townships for this year’s round of culvert grant funding.

Steffensen said they are working with a new system that would allow the board to meet telephonically during this pandemic. IT Specialist Shawn Plowman said Swiftel Communication set them up yesterday. He said it allows 20 people to be on the system at one time. Bartley asked if

the board wants to implement this for the next meeting. Krogman asked how this would work for the public. Plowman said they would call in and use a code the same way the board does.

By consensus, the board agreed to run the meetings telephonically with Chairperson Bartley attending the meeting in person.

States Attorney Dan Nelson said they continue to do criminal court and are scheduling cases on an as-needed basis. Nelson discussed an ordinance regarding the pandemic that the City of Brookings is adopting. Nelson said the Commission could take action on a resolution instead of an emergency ordinance. The Commission asked what businesses in the county would be affected

Finance Officer Vicki Buseth said Brookings County currently holds six liquor licenses and nine malt beverage licenses. Bartley said the first line of defense is staying home, social distancing and holding meetings telephonically. Bartley said a resolution encourages businesses to close down to the public, which most businesses have done already.

Bartley suggested a resolution be drafted for the board to take action on at the next regular scheduled meeting. Steffensen said the board is holding a Special Commission Meeting tomorrow, Wednesday 25<sup>th</sup>. She said the board could take action on the resolution during that meeting. Bartley asked what the deadline would be. Commissioner Boersma suggested a 30 day deadline and then they could re-evaluate it.

### **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce attended the PPCC/POD Meeting.

Commissioner Boersma attended the Brookings Behavioral Health & Wellness Meeting via Zoom.

Commissioner Krogman had nothing to report.

Commissioner Jensen attended the 20<sup>th</sup> Street Overpass Meeting; conducted interviews for the BCOAC Director's position; and attended a Weed & Pest Meeting.

Commissioner Bartley attended a PPCC/POD Meeting.

### **EXECUTIVE SESSION**

Motion by Boersma, seconded by Krogman to enter into Executive Session at 9:40 a.m., in accordance with SDCL 1-25-2(1)(4)(6), personnel, contract negotiations and security information. All members voted "aye." Motion carried.

Motion by Krogman, seconded by Boersma to come out of Executive Session at 11:23 a.m. All members voted "aye." Motion carried. No action was taken.

### **ADJOURNMENT**

Motion by Krogman, seconded by Boersma to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, April 7, 2020.

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Jenna Byrd  
Finance Assistant II  
Brookings County

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